

## TIPS FOR THE STIFTEN APPLICATION PROCESS

- On the application please include a **permanent non-work address**. The application will not be considered complete without this information.
- The Manager's recommendation sheet must include the **Manager and CNE** signatures upon arrival at the CLL.
- Upon arrival at the CLL, transcripts must be unopened, and original. No opened, faxed, or copies will be accepted. No exceptions please.
- It is strongly urged that all paperwork be typed. If this is not possible, please make every effort to make the writing legible.
- The entire application process is not complete until all three pieces have arrived at the CLL. The three pieces are:
  - The signed, 2010 Edward J. Stiften Nursing Scholarship Application
  - The Manager 's recommendation sheet
  - Unopened original college transcripts
- It is the applicant's responsibility for follow up and confirmation of paperwork destination at the BJC Center for LifeLong Learning.